



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

ADDENDUM No. Two (3)

**Enterprise Evidence Management System
RFP No. 2018-048**

Effective: February 6, 2019

You are hereby directed to make changes to the Request for Proposal in accordance with the attached information:

Delete:

Specifications-Revised

Replace with:

Specifications-Revised 2 (Changes made in red)

Please note all other terms, conditions, specifications drawings, etc. Remain unchanged.

Sincerely,
Michalyn Rains CPPO, CPPB
Purchasing Agent

4.0 EVALUATION CRITERIA AND FACTORS

- 4.1 The award of the contract shall be made to the responsible contractor, whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals in accordance with Vernon's Texas Code Annotated, Local Government 262.030.

The Evaluation Committee will review all proposals received by the Opening date and time as part of a documented evaluation process. For each decision point in the process, the County will evaluate contractors according to specific criteria and will elevate a certain number of contractors to compete against each other. The proposals will be evaluated on the following criteria.

The County will use a competitive process based upon "selection levels." The County recognizes that if a contractor fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining contractors or to elevate a contractor that was not elevated before. The selection levels are described in the following sections.

The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Contractors may, at the discretion of the County, be contacted to submit clarifications or additional information within two business days. Incomplete or noncompliant RFPs may be disqualified.

LEVEL 1 - CONFORMANCE WITH MANDATORY REQUIREMENTS

Criteria assessed during Level 1:

- Conformance with RFP guidelines and submittal requirements to include proposal response to Section 6.9 Pricing/Fees, Section 6.4 Attachment A – Requirements and Detailed Response to Requirements.

LEVEL 2 – DETAILED PROPOSAL ASSESSMENT (Maximum 100 Points)

The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this Level. Proposals may earn up to 100 Points based on evaluated criteria. Criteria evaluated in Level 2 include:

Points	Evaluation Criteria
70	Response and compliance with Attachment A-Requirements (Proposal Format Item 6.4) (Maximum of 70 Points) • General Requirements (Maximum of 10 Points) • Functional Requirements (Maximum of 35 Points) • Technical Requirements (Maximum of 25 Points)
10	Project Plan & Timeline (Proposal Format Item 6.5; 6.7)
20	Qualifications of the Firm/Experience/ Similar Projects Involved With (Proposal Format Item 6.2; 6.3; 6.8)

It is anticipated that Collin County will elevate proposals scoring at least 70 points (70%) to Level 3.

LEVEL 3 – COST (Maximum 25 Points)

Contractors who are elevated to level 3 will have their points combined from level 2 for a maximum of 125 points total.

Points	Evaluation Criteria
25	Cost (Proposal Format Item 6.9)

LEVEL 4 – DEMONSTRATION OF SOLUTION (Maximum 30 Points)

Contractors may be invited to demonstrate their responses on-site; however, demonstrations are at the sole discretion of the committee and the committee is not obligated to request a demonstration. The demonstration is an opportunity for the evaluation committee to ask questions and seek clarification of the proposal submitted. The demonstration is not meant as an opportunity for the contractor simply to provide generic background information about the corporation or its experience.

Points	Evaluation Criteria
30	Product Demonstration and Interview

Product Demonstrations & Interviews

During the demonstrations and interviews, the County will assess the “look and feel” of the proposed product using detailed scripts tailored to reflect County business processes. Several of the other evaluation criteria will be clarified and refined, including the implementation strategy and plan, technology compatibility, ability to meet business requirements, and cost. In addition to the scripted demonstrations, the County will request that all Contractors elevated to this level staff a product lab to allow County staff to “touch and feel” the product with Contractor staff available to respond to questions.

A tentative schedule for the demonstrations has been provided in Section 5.18. The demonstrations, if held, will be scheduled accordingly and all presenting contractors will be notified of the time and date two (2) weeks prior to their designated time. Contractors who cannot attend may be eliminated.

Proposals may be re-evaluated based upon Criteria in level 2 and 3.

The county reserves the right to bypass Level 4 in the evaluation process and move directly to Level 5.

LEVEL 5 – REFERENCES (Maximum 20 Points)

Points	Evaluation Criteria
20	References (Proposal Format Item 6.6)

References

The County will contact the references. These references will be asked a series of questions regarding their satisfaction with the solution and the performance of the implementation supplier.

As a part of the references, the County may choose to visit sites where the proposed software is in live production.

LEVEL 6 – BEST AND FINAL OFFER

Contractors who are susceptible of receiving award will be elevated to Level 6 for Best and Final Offer. Contractor will be asked to respond in writing to issues and questions raised by the County as well as any other cost and implementation planning considerations in the proposal, and may be invited to present their responses on-site. Proposals may be re-evaluated based upon Criteria in level 2 through 5.

Based on the result of the Best and Final Offer evaluation, a single contractor will be identified as the finalist for contract negotiations. If a contract cannot be reached after a period of time deemed reasonable by the County, it reserves the right to contact any of the other contractors that have submitted proposals and enter into negotiations with them.

5.0 SPECIAL CONDITIONS AND SCOPE OF SERVICES

- 5.1 Authorization: By order of the Commissioners' Court of Collin County, Texas, sealed proposals will be received for **Enterprise Evidence Management System (EEMS)**.
- 5.2 Intent of Request for Proposal: Collin County's intent of this Request for Proposal (RFP) and resulting contract is to provide contractors with sufficient information to prepare a proposal for a comprehensive **Enterprise Evidence Management System (EEMS)**.
- 5.3 Term: Provide for a term contract commencing on the date of the award and continuing until project is complete. County will then enter into annual maintenance contract with the option of three (3) annual renewals.

Transitional Period: Upon normal completion of this contract, not to include termination for default, and in the event that no new contract has been awarded by the original expiration date of the existing contract including any extension thereof, it shall be incumbent upon the Contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the original expiration date of the existing contract and any extension thereof.

- 5.4 Point of Contact: Information regarding the purchasing process and the contents of this RFP may be obtained from the Collin County Purchasing Department or email cwilkerson@co.collin.tx.us, Courtney Wilkerson, Senior Buyer.
- 5.5 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that arise past the end of the current Collin County fiscal year shall be subject to budget approval.
- 5.6 Price Reduction: If during the life of the contract, the contractor's net prices to other customers under the same terms and conditions for items/services awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to Collin County.
- 5.7 Completion/Response Time: Contractor shall place product(s) and/or complete services at the County's designated location according to the schedule proposed by contractor in Section 6.7.

- 5.8 Delivery/Setup/Installation Location: Locations for delivery and installation will be stated on the Collin County Purchase Order(s). Delivery shall include assembly, setup and installation and shall be included in proposal.
- 5.9 Freight/Delivery charges: shall be included in the submitted pricing. No additional fees for delivery/freight/fuel surcharge or other fees shall be invoiced or paid by Collin County.
- 5.10 Testing: Testing may be performed at the request of Collin County, by an agent so designated, without expense to Collin County.
- 5.11 Samples/Demos: When requested, samples/demos shall be furnished free of expense to Collin County.
- 5.12 Approximate Value/Usage: Approximate usage does not constitute an order, but only implies the probable quantity the County will use. Estimated expenditure is \$400,000.
- 5.13 Background Check: All Contractor employees that will be working on site or by Remote Access shall pass a criminal background check performed by Collin County before any work may be performed. The selected contractor shall be provided the required documents to submit required information for background checks.
- 5.14 Subcontractors: Contractor shall state names of all subcontractors and the type of work they will be performing. If an contractor fails to specify a subcontractor, then he shall be deemed to have agreed that he is fully qualified to perform the contract himself, and that he will fully perform the contract himself.

No proposer whose proposal is accepted shall (a) substitute any subcontractor, or (b) permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original proposal without approval in writing from the Collin County Purchasing Department.

The successful proposer further agrees that Collin County and its agents, servants and employees shall not be liable for any loss or damage resulting from personal injury, physical loss, harassment of or discrimination against employee or other violations of the provisions of this contract occasioned by the acts or omissions of the successful proposer's sub-contractors, their agents or employees. The indemnification provisions of this contract shall apply to all sub-contractors.

- 5.15 Confidential or Proprietary Information: Collin County is subject to the Texas "Public Information Act", Texas Government Code Chapter 552. Contractors shall identify those portions of their proposals that they deem to be confidential, proprietary information or trade secrets. Contractors shall clearly indicate each and every section to which this applies. It is not sufficient to preface the entire proposal with a proprietary statement. State of Texas Attorney General retains the final authority as to the extent of material that is considered proprietary or confidential.

5.16 PROPOSAL SCHEDULE

Collin County reserves the right to change the schedule of events as it deems necessary.

RFP Released	Tuesday, January 8, 2019
Deadline for submission of questions	Friday, January 18, 2019 at 5:00pm CST
Proposals Due	Thursday, February 14, 2019 at 2:00pm CST
Demonstrations (Optional)	Week of Monday, April 1, 2019 - Friday, April 5, 2019
Award of RFP	June 2019

5.17 STATEMENT OF WORK

Collin County's District Attorney's (DA's) office is requesting proposals from established contractors for a comprehensive Enterprise Evidence Management System (EEMS). The Contractor will outline one distinct plan for the District Attorney's Office based on their requirements.

Functionality, implementation support, on-going support, customer care, integration, reliability, maintenance, ease of use, scalability, expandability and adaptability to new processes, applications and technologies will be extremely important in the evaluation/decision process.

The successful Contactor shall demonstrate a well-planned, integrated transition from any existing system(s), will ensure that service disruptions are minimized. The District Attorney's office, other county departments and outside agencies need to be well trained and supported, and operational inconveniences are minimized.

In addition to evidence management functionality, the DA's office may be interested in additional evidence management technologies that will increase the efficiency or effectiveness of operations and/or enhance internal and external department's convenience. Proposals shall include descriptions of additional technologies offered by the Contractor and a statement of what services or efficiencies those technologies would provide.

The DA's office desires a system that is flexible and adapts to the changing needs and technologies of our Collin County evidence management processes. We highly recommend all proposals include an estimate of custom system modifications to accommodate functional enhancements that meet the DA's minimum requirements for an optimum system.

The solution for the DA's Office shall provide turnkey installation of all systems specified in this RFP under a single contract. Contractor/subcontractor proposals for system components will be considered subject to Service Level Agreements (SLAs).

5.18 ENTERPRISE EVIDENCE MANAGEMENT SYSTEM (EEMS)

The Enterprise Evidence Management System software shall provide an automated method to manage most functions of the evidence process. Using current technology, the system shall automate to the greatest extent possible the management functions surrounding the core of the EEMS.

The DA's office currently processes digital evidence manually. Outside agencies provide digital evidence on DVDs/Flash Drives or other media sources.

5.19 – 5.21– See Attachment A – Requirements. Complete Attachment A and submit in accordance with section 6.4.

6.0 PROPOSAL FORMAT

In accordance with the directions below, contractor shall provide a response for each item in Section 6.2 - 6.9 in order and include item numbers in response. Answer all questions fully, clearly, and concisely, giving complete information. Do not skip items. Do not refer to other parts of your proposal for the answers. You may not modify either the order or language of the question. **Responses shall include a statement of “agree”, “confirmed”, “will provide”, “not applicable”, or “exception taken” along with any additional information.** If an item is “not applicable” or “exception taken”, contractor shall state that and refer to Section 7.0 Exceptions, with explanation.

Contractor shall adhere to the instructions in this request for proposals on preparing and submitting the proposal. If contractor does not follow instructions regarding proposal format, points will be deducted during the evaluation process.

6.1 PROPOSAL DOCUMENTS: To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum include a Table of Contents detailing sections and corresponding page numbers.

6.1.1 Proposals may be submitted online via <http://collincountytx.ionwave.net> or submitted via CD-ROM or Flash Drive. Electronic submissions are preferred.

6.1.2 If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing
2300 Bloomdale, Suite 3160
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders. Manual submittals shall include an electronic copy in a searchable format.

It shall be the responsibility of the contractor to insure that their proposal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used.

Proposal shall include but not be limited to information on each of the following:

6.2 FIRM OVERVIEW

Contractor shall define the overall structure of the Firm to include the following:

- 6.2.1 A descriptive background of your company's history.
- 6.2.2 State your principal business location and any other service locations.
- 6.2.3 State the address and normal business hours of your local service location and list the number of technical support personnel assigned to this work location. Should a service location not exist in the Collin County region please list your nearest service location to the county.
- 6.2.4 What is your primary line of business?
- 6.2.5 How long have you been selling product(s) and/or providing service(s)?
- 6.2.6 State the number and location of installations where your services are in use.
- 6.2.7 Does your solution require third party software? If yes, explain.
- 6.2.8 Describe plan to keep Collin County up to date on current changes and operating systems, during the term of the contract.
- 6.2.9 Identify any terminated public sector projects. Disclose the jurisdiction and explain the termination.
- 6.2.10 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 6.2.11 List of all lawsuits resulting in award (in or outside of court) to a client and provide basis and finding of any settlement.

6.3 PROPOSED PROJECT TEAM/STAFF QUALIFICATIONS/EXPERIENCE/CREDENTIALS

- 6.3.1 Provide credentials, qualifications as well as experience for each team member or key personnel on the project.
- 6.3.2 Provide name, job title, responsibilities, project management practices, role on the project, and number of years they have been in the role.

6.4 REQUIREMENTS

- 6.4.1 Contractor shall respond to all requirements in Attachment A-Requirements.
 - 6.4.1.1 Requirements that require a detailed response shall be submitted as attachment with named "Detailed Response to Requirements". The responses shall be in order and include the reference numbers within this document. Acknowledgement of response on this sheet is required and reference of location of response shall be referenced in the comment section of this document.
 - 6.4.1.2 Any responses that are answered as a yes mean that the system will fully comply with no setup required, configurable with no changes to source code, or are provided with reporting tool. If the functionality is not available at this time the response shall be answered as no and shall be included in your proposal as "exceptions" with further explanation. Refer to Section 7.0 of the specifications for more details on Exceptions.

6.5 PROJECT PLAN AND METHODOLOGY

Contractor shall provide a response for each statement below.

- 6.5.1 Provide a draft project plan (preferably a GANTT Chart) in MS project or other suitable format that describes the project level tasks, duration, resources and appropriate dependencies.
- 6.5.2 Project plan to include roles and responsibilities of the Contractor and its representatives, including installation, development of any mandatory customizations, implementation, post-implementation, support and service level agreements for implementation issues both immediate and on-going.
- 6.5.3 Project plan should include training resources, timeline, and training plan description.
- 6.5.4 Provide a specific, detailed project plan that describes how the Contractor intends to provide the requested services which are set forth in this Scope of Work. Explain, in full detail, how the Contractor will meet all the needs of the District Attorney detailed in the Scope of Work. Contractor should not summarize its services in this section. Rather, explain exactly how the Contractor can meet the District Attorney's needs. If applicable, include items such as technical details and descriptions, key personnel, implementation plans, customer service, timetables, deliverables, ongoing communication with the District Attorney and Information Technology departments.
- 6.5.5 Demonstrate a clear understanding of the tasks and the potential problems in meeting the Scope of Work requirements. The Contractor should include a statement and discussion of anticipated major difficulties and problems areas, together with potential or recommended approaches for their solution.
- 6.5.6 Contractor shall respond to all elements of the RFP and SOW. In particular, Contractor's response should include specific information, documents, submittals, or responses.

- 6.5.7 Any services Contractor cannot provide that are stated in Section 5.0 of the Request for Proposal, shall be disclosed in writing in the section labeled Exceptions at the end of the proposal. If no exceptions are listed in the section labeled Exceptions, it is understood that the Contractor has agreed to requirements as listed in the RFP.

- 6.5.8 Respond to all elements of the RFP and Scope of Work.

6.6 REFERENCES

- 6.6.1 Provide a minimum of three (3) references. Texas references preferred. Include the following information for each reference; the name and address of the organization, as well as the name, position, email and telephone number of the contact in the referred organization. References with similar projects and users are preferred.

- 6.6.1.1 Describe the services provided, the start date, months to complete and the total cost of project. Include organizations that have completed similar in scope projects in the last 2 years.

6.7 TIME SCHEDULE

- 6.7.1 Provide a schedule for each phase of the proposed project beginning with program development and ending with the date of operation to minimize the duration of the implementation. The schedule shall include all tasks that will require time in the process, such as County review (identify amount of time assumed for each task). All work shall be performed during normal business hours (Monday – Friday, 8am – 5pm). Weekend and after hours work will not be permitted.

6.8 SIMILAR PROJECTS INVOLVED WITH

- 6.8.1 Provide a list of other similar projects that you are involved with currently or will be involved with during the duration of this project.

6.9 PRICING/FEES

Contractor shall state pricing in the appropriate categories below. Any travel costs shall be not to exceed and included in the implementation services cost.

- 6.9.1 Software Cost
 - 6.9.1.1 Licensing Fees
 - 6.9.1.2 First year annual maintenance
- 6.9.2 Implementation Services:
 - 6.9.2.1 Installation and Configuration
 - 6.9.2.2 Training
 - 6.9.2.3 Post Go-Live Support
 - 6.9.2.4 Not to Exceed Travel Cost
- 6.9.3 Annual Maintenance Cost for each year for years 2-4.
- 6.9.4 Optional- Hourly rate for future software customizations/modifications.
- 6.9.5 Optional- Hourly rate for Project Manager.
- 6.9.6 Optional- Cost for Integration via API
- 6.9.7 Optional- Cost for Cloud-Based Solution
- 6.9.8 Optional- Cost for Mobile Device Functionality
- 6.9.9 Optional- Cost for GIS Capabilities

7.0 EXCEPTIONS

Instructions for completing section:

The exception table shall be completed for any exception from requirements identified in this RFP. Please complete the following worksheet listing any and all exceptions from the information requested in the Request for Proposal. Attach additional pages as needed. If no exceptions are listed it is understood that the contractor has agreed to all RFP requirements, even if a notation is referenced in an individual section.

Section Number/ Question Number	Required Service You are Unable to Perform	Steps Taken to Meet Requirement